

# SHARING ONEDRIVE FILES IN CANVAS



OneDrive is an online file storage system that allows you to store and share files and folders with just a few clicks. You can use this system to backup course files, store videos for your classes, etc. We'll start the process by signing in to your FAU OneDrive account and then learn how to create shareable links that you can copy and paste into Canvas.

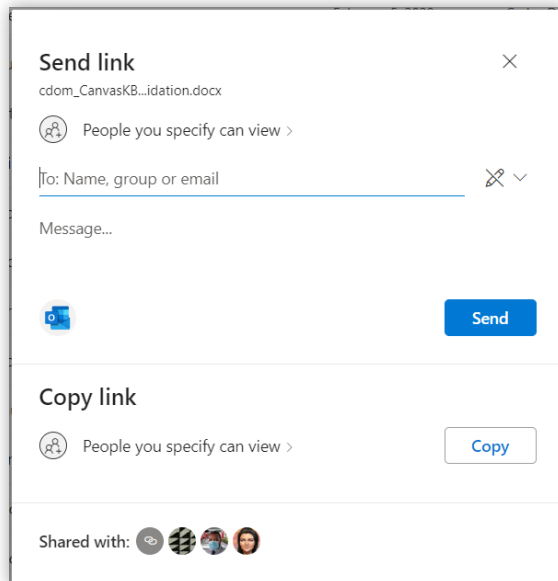
## 1. UPLOAD ITEMS TO ONEDRIVE

1. Open a web browser and go to <https://fau-my.sharepoint.com>.
  - a. You may be prompted to sign in to an FAU SSO page. Sign in to continue to your OneDrive account.
  - b. This site shows all the content that you've saved to your FAU OneDrive account.
  - c. The file system is similar to the File Explorer in Windows or the Finder on MacOS.
2. Click the **Upload** button at the top of the screen.
3. In the menu that appeared, click **Files** (upload individual files) or **Folder** (upload an entire folder).
4. In the file dialog that appeared, locate and click on the file(s) or folder you'd like to upload.
5. Click the **Open** button. Your upload will commence and can be monitored by clicking the **Uploading** button at the top-right.

Once finished uploading, your file or folder will appear in the file system in OneDrive. You can click files/folders to preview/open them.

## 2. COPY THE SHAREABLE LINK FOR YOUR FILE/FOLDER AND SHARE IT WITH STUDENTS

1. In your FAU OneDrive files, find the file that you'd like to share.
2. Move your mouse over the file name.
3. Click the **Share** button (  ) to open sharing settings.
4. Under the **Copy Link** area, click **People you specify can view**.
5. Click **People in Florida Atlantic University with the link**.
  - a. This requires users to sign in to FAU to access the file.
  - b. You can also set the link to be accessible to individual users by clicking the **Specific people**.
6. If you do not want students to download this file/folder, click the **Block download** button.
7. Click the **Apply** button (  ).
8. Click the **Copy button** to copy the shareable link to your file/folder.
9. Navigate to Canvas and paste this link into any editable page, inbox message, announcement, assignment, discussion, etc.



Link Sharing Settings Panel

Once you paste the link into your Course, your students will be able to click on it and access the content. If you selected the **People in Florida Atlantic University with the link** option in step 5 above, students will be required to sign in to FAU to view the file.

For help with this process, please [submit this Help Desk request](#) or schedule an appointment in our [TechEvents Scheduler](#).